# APPENDIX E - FORMS TO FACILITATE GOAL SETTING

# **Goal Setting - Step One**

Tasks	Can Do	Work On Now	Work On Later	Not Interested
Home				
Read Labels				
Read Mail				
Look up Phone Numbers				
Follow Directions for Assembly				
Write Shopping List				
Read Bills				
Read/Write Letters, Notes				
Read Newspaper				
Read Magazines				
Read Stories to Children				
Help with Homework				
Read Medicine Directions				
Read a Lease				
Fill out Applications				

Tasks	Can Do	Work On Now	Work On Later	Not Interested
Banking				
Open Account				
Fill out Bank Forms				
Write Cheques				
Keep Bank Book				
Cl				
Shopping				
Read Signs and Labels				
Compare Prices				
Count Money				
Make Change				
Order Something by Mail				

Tasks	Can Do	Work On Now	Work On Later	Not Interested
Work				
Read Information about Training				
Fill out Job Applications				
Prepare Resumé				
Write Cover Letters				
Read/Write Telephone Messages				
Read/Write Memos				
Read Pay Cheque				
Read Work Orders				
Read Safety Information				
Take Telephone Messages				

Tasks	Can Do	Work On Now	Work On Later	Not Interested
<b>Getting Around</b>				
Use Telephone Book				
Read Street Names				
Read a Map				
Write Down Directions				
Read Bus Schedule				
Read a Menu				
Take Driver's Test				
Read in Church				

Tasks	Can Do	Work On Now	Work On Later	Not Interested
General				
Read Short Stories				
Write Stories				
Read Stories to my Children				
Keep a Diary				
Write Letters to the Newspaper				
Cursive Writing				
Spell Better				
Learn to Add/Subtract				
Learn Fractions				

### Finding Out How Much You Already Know: Reading and Writing Skills

Learning to read and write is a matter of learning a set of skills. It is something like learning to ride a bicycle. Once you know the basics, you can keep learning on your own until you have it mastered.

Take time with your tutor's help to figure out how many basic skills you already know. If there are some you aren't sure of, you may need to work on them some more. If you already know them, then this guide will help you and your tutor figure out what to work on next.

If you are a beginner at reading and writing, there is a set of skills you will need to practice first. Check off the skills you are **sure** you have, and the ones you are **not sure** of yet. If you already know all of these, then skip ahead.

## Skills You Need Before You Start Reading And Writing

	I Know	I Dor Kno		Want To Vork On
Letters:				
I name the letters of the alphabet.				
I copy capital letters my tutor writes.				
I know which letters stand for which sounds.				
Shapes: I hold a pencil with confidence and trace shapes my tutor draws.				
I copy shapes like squares and circles.				
		I Know	on't low	I Want To Work On
I match two shapes that are the same.				
I draw both big and small letters.				
My eyes follow letters left to right across a pa	age.			
<b>Pictures:</b> I name what I see in a picture or photograph.				
I describe what a picture shows.				
Numbers: I know numbers.				
I know days of the week, months of the year.				

I know what coins and bills are worth.		
I know how to tell the time.		
Sight Words: Just by seeing them, I can read some street signs, traffic symbols, product warnings, and everyday words like "men, women, Exit, Stop," etc.		
Basic Information: I write my name, address, phone number, both in printing and in writing.		
Language Experience: I dictate a story to my tutor, copy one or two sentences, and match some words in the story.		

### **Education:**

Here are some educational goals. Write "yes" if you are interested, and "no" if you're not:

- 1. Attend a job training program (what kind?).
- 2. Attend classes to learn something new (crafts, self-improvement).
- 3. Pass a work-related test (what type of test?).
- 4. Study for a grade 12 certificate.
- 5. Other: \_\_\_\_\_

Can you think of any other goals you have that aren't on this list?

Of all the goals we've talked about, what are 2 or 3 that are the most important to you right now?

# EDUCATIONAL GOALS PLAN AND PROGRESS BOARD

Student:					
Date enrolled:		_ Class:			
Initial Planning Sessi	on: Date:		Teacher:		
Long Range Educational Goals:		Long Range Employment Goals:			
Stu Tea	ident:cher:	ing - Step			
Goal	Learning Ol	ojections	Criteria for Evaluation		